

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1940 AGRICULTURAL CONSERVATION PROGRAM - - - - - NORTH CENTRAL REGION

INSTRUCTIONS FOR PREPARING NCR-403, FARM PLAN
FOR PARTICIPATION IN THE 1940 FARM PROGRAM

GENERAL

The purpose of Form NCR-403, Farm Plan for Participation in the 1940 Farm Program, is to encourage farmers to adopt good soil-management practices and aid them in planning their 1940 farming operations so that they may cooperate in the farm program.

Community committeemen will meet with all farmers in their communities to explain the 1940 Farm Program and to complete the Farm Plan for each farm.

No farm will be inspected to determine eligibility for commodity loans and 1940 conservation and parity payments unless a person entitled to a share in the 1940 crops on the farm completes and signs Form NCR-403 before May 1, 1940. However, if section I of NCR-403W was executed for the farm, inspection will be made to determine eligibility for wheat parity payments and wheat loans.

Request for any option under the nonallotment provisions applicable to the farm cannot be made after May 1, 1940. If there is no corn, wheat, or total soil-depleting acreage allotment, for any farm (or if the allotment is zero), the respective nonallotment option is automatic. By signing NCR-403 and filing it with the county committee, the farmer requests a check of performance at the proper time and indicates his intention to cooperate in the 1940 program.

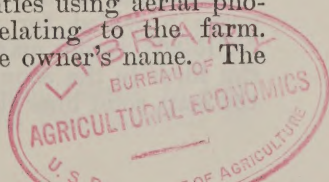
If, for any farm, the information needed to complete NCR-403 is refused, a statement to that effect should be written across section I, and dated and signed in section IV by the committeeman to whom the NCR-403 was assigned. If the information was not refused but performance is to be determined for parity payments only, a notation to that effect should be written on the margin of NCR-403, and the form shall be dated and signed by the farmer and committeeman in section IV.

For any farm for which the information necessary to complete Form NCR-403 is refused, the other persons interested in the crops on the farm should be notified of such refusal in writing.

PART I. PREPARATION OF NCR-403 IN THE COUNTY OFFICE

The identifying entries for the farm and sections I, II, and III, of NCR-403 and NCR-403a, will be prepared in red in the county office.

A. Identification of farm.—Clerical assistants will enter in the appropriate spaces of NCR-403, the State, county, and township code numbers; the farm number; and, in counties using aerial photography, any serial enlargement number relating to the farm. Enter the number of acres in the farm and the owner's name. The



space provided for the operator's name is for the convenience of the county committee.

B. Section I.—Clerical assistants will enter in the appropriate column head the name of any special allotment other than for corn or wheat which has been established for the farm. Enter in the allotment line all special allotments, the total soil-depleting acreage allotment, and the soil-building goal shown in item 17(e), section VII.

C. Section II.—Clerical assistants will enter the maximum farm payments for the farm. The agricultural conservation payment in item (a) of section II will be the sum of items 17(b) and 17(c) of section VII. The parity payment to be entered in item (b) of section II will be obtained from item 10(j), and the total payment to be entered in section II will be obtained from item 17(d) of section VII.

D. Section III.—Enter in section III the word "wheat" for each farm for which a request has been made for a non-wheat-allotment option on NCR-403W. For each farm for which such request was not recorded on NCR-403W, strike the printed word "wheat" that appears immediately under the blank line in section III, NCR-403.

PART II. PREPARATION OF THE FARM MAP IN THE COUNTY OFFICE

In counties which have aerial photographic enlargements but do not have the computed aerial measured acres for all farms in the county available at the time the Forms NCR-403 are being prepared, the two methods of preparing maps described in (A) and (B) below will be applicable. However, only one method should be used within a township.

Wherever aerial measurements are available, they should be used even though aerial measurements were not available for the farm at the time of seeding wheat. In the latter instance, if the acreage seeded to wheat is in excess of the wheat-acreage allotment or permitted acres for the farm because of the aerial measured acreage being different from that of the ground measured acreage, ground measurements may be used on such acreage. However, the remainder of the farm performance should be determined by aerial measurements.

A. Aerial measurement counties.—Clerical assistants will prepare two cut-outs for each farm from the aerial enlargements. Enter in each field on the cut-outs the computed aerial measurements and attach each cut-out to a folder.

B. Ground measurement counties.—Clerical assistants will mimeograph a form to be used in preparing a duplicate map of the farm; this form should be the same size as NCR-403. At the top of the form space should be provided for the State, county, and township code numbers, acres in the farm, and the owner's name. The remainder of the form will be used for the farm map. Enter in the space provided an outline map of the farm for each farm for which up-to-date information is available. The map need not be drawn to scale, but should show the relative size of the fields. Since the space provided for the map will be comparable to the map on NCR-303, copies may readily be made by tracing. Entries made on the form in the county office should be made in **red**. In preparing the map, solid lines should be used to designate permanent boundaries

and double lines to designate roads and lanes. Enter in the upper right-hand corner of each field the actual measured acreage determined in previous agricultural conservation programs.

PART III. COMPLETION OF NCR-403 AND THE FARM MAP BY THE COMMUNITY COMMITTEEMEN

The committeemen will verify the farm identity and complete the farm map and sections I, II, III, and IV of NCR-403 and NCR-403a in duplicate.

Committeemen should emphasize that the maximum payments shown in section II or section III of NCR-403 are approximate; that they represent a maximum payment computed for the entire farm; and that each person's share of the conservation payment earned for the farm (if less than \$200) will be increased by amounts specified in the Agricultural Adjustment Act of 1938, as set forth in NCR-401, section 13; also, as an adjustment for participation, the rates of payments and deductions, as set forth herein, may be increased or decreased by as much as 10 percent.

Any nonallotment option available for the farm and requested by the farmer will be shown in section III. It is important that the committeeman explain the options which may be made and the effect of each option requested upon the payment for the farm and upon the number of soil-building practices required to meet the soil-building goal.

In those instances in which farms have been combined in 1940 by use of ACP-95 or must be split because of sale, caution shall be taken by the community committeemen to determine that the allotments, yields, productivity indexes, cropland, and acres in the farms shown on Forms NCR-403 are applicable to the proper farm identities.

If, upon discussion of the farmer's 1940 farming operations, it is determined by the community committeeman that it is necessary to combine two or more tracts of land, the committeeman shall supply the farmer with Form ACP-95 and aid him in preparing such form. In this instance, it will be necessary for the community committeeman to return the incomplete Farm Plan to the county office. Upon receipt of Form ACP-95 in the county office and its approval by the county committee, a revised Farm Plan shall be prepared and re-assigned to the community committeeman.

Any questions the farmer may have regarding the guide to the classification of crops on the back of NCR-403 and any other details about the program should be answered by the committeeman by reference to NCR-401, 1940 Agricultural Conservation Program for the North Central Region.

A. Completion of farm map.—The name of the crop to be grown or the soil-building practice to be carried out in 1940 will be entered in each field on the map or at the edge of the aerial cut-out. If different crops are planted or different soil-building practices are carried out on parts of a field, the division should be shown as a temporary field boundary by dotted lines.

For farms and fields in farms for which measured acreages are not available in the county office, the farmer should provide the information at the time he meets with the committeeman to complete NCR-403. It should be stressed that the most accurate in-

formation concerning the field acreages should be provided. Farmers should be informed that, in any event, it will be their responsibility to stay within the acreage allotments for the farms if they wish to earn the maximum conservation payments.

The duplicate map or cut-out will be given to the farmer at the time the NCR-403 is given to him, to be kept as his record. The original will be returned to the county office to be filed.

B. Section I.—Section I will be completed by the community committeeman at the time he meets with the farmer. After the names of the 1940 crops and soil-building practices to be carried out have been entered in the fields on the farm map or on the folder, the acreage of each crop and practice will be entered in the appropriate column of the table in section I.

The acreage in the different fields devoted to each special crop and to general crops will be entered on separate lines in the appropriate columns so that totals may conveniently be determined and compared with the allotments established for the farm. The acreage of cropland in fields classified as soil-conserving or nondepleting will be entered in column (8).

Enter in column (9) the names of the soil-building practices to be carried out on the farm in 1940 (for example: "20 tons lime," or "alfalfa seeded, 10 acres") as shown on the map of the farm. The value in units of the practice to be carried out on each field will be computed in soil-building units in accordance with the provisions of NCR-401 and entered in the corresponding line in column (10). The community committeeman should advise the farmer that soil-building practices which are not desirable from a standpoint of soil conservation may not be approved. Only practices which are not routine farming practices but which are needed to improve the soil on the farm should be recommended by the community committeeman.

Enter the totals of columns (1), (2), (3), (4), (5), (6), (8), and (10). The entry in the total line of column (7) will be the sum of the entries in the total line for columns (1) to (6), inclusive.

Strike the entries in the allotment line of section I for all allotments for which nonallotment options are requested in section III.

If the nongeneral allotment option is requested, strike the entry in the allotment line of column (10).

When the soil-building goal originally entered in section I is stricken, the new entry will be obtained from section VII as follows:

- (a) Item 17(f) if no corn or wheat option is requested.
- (b) Item 18(f) if the corn option is requested.
- (c) Item 19(f) if the wheat option is requested.
- (d) Item 20(f) if both the corn and wheat options are requested.

It will be noted that the soil-building goal is not changed by requesting the corn or wheat nonallotment option unless the nongeneral allotment option is also requested.

If the entry in the total line of column (10) is less than the final soil-building goal, the farmer and committeeman should reexamine the map and add any other practices which appear desirable to meet the new goal.

After the farmer has decided which options to request, if any, the entries in the total line of section I should be compared with the allotments (or the maximum acreage for any nonallotment option requested). If an entry in the total line exceeds the cor-

responding entry in the allotment line (or the maximum acreage for any nonallotment option requested), the farmer and committeeman should again refer to the map and rearrange the 1940 land uses to conform with the allotments.

C. Section II.—The committeeman should explain to the farmer that deductions will be made from the maximum conservation payment for excess acreage of soil-depleting crops and for failure to carry out the required number of soil-building practices. The entire parity payment computed for a farm for corn, cotton, rice, tobacco, or wheat, will be lost if the allotment for such crop is exceeded or if the sum of such allotments for the farm is exceeded by the sum of the acreage of such crops.

D. Section III.—Entries will be made in this section only when one or more of the nonallotment options are available to the farm and requested by the farmer. The non-corn-allotment option is available if the corn acreage allotment is 10 acres or less. The nongeneral allotment option is available if the total soil-depleting acreage allotment, exclusive of cotton, is 20 acres or less.

If the non-wheat-allotment option has been requested on NCR-403W, Wheat Plan for Participation in the 1940 Farm Program, the word "wheat" will have been entered in this section.

Any available nonallotment provision will apply to the farm only if determination of performance under these provisions is requested. The nonallotment provisions offer the farmer with small allotments an opportunity to cooperate in the program, without deductions from other payments, by carrying out an additional number of soil-building practices, while growing an additional acreage of food and feed crops for his family and work stock. If a corn or wheat nonallotment option is requested, no parity payment or commodity loan on the crop will be available. The conservation payment on the allotment for which the option is requested will be computed at the general rate in determining the maximum payment for the farm.

The names of the crops for which options are available to the farm and are requested by the farmer will be entered in the space provided in section III. If the word "corn" has been entered, the entry in item (a) of section III will be the sum of items 18(b) and 18(c) of section VII; the entry in item (b) will be obtained from footnote (4a) of section V; and the total payment will be obtained from item 18(d) of section VII. If the word "wheat" is entered, the entry for item (a) will be the sum of items 19(b) and 19(c) of section VII; the entry for item (b) will be obtained from footnote (4b) of section V; and the total payment will be obtained from item 19(d) of section VII. If both corn and wheat are entered, the entry for item (a) will be the sum of items 20(b) and 20(c) of section VII; the entry for item (b) will be obtained from footnote (4c) of section V; and the total payment will be obtained from item 20(d) of section VII.

If any entry is made in section III, the entries in section II will be stricken by the community committeeman.

E. Section IV.—After sections I to III have been completed and all desirable comparisons and revisions made in the entries, the operator and, if practicable, the owner of the farm will date and sign in the appropriate spaces. The committeeman will date and sign in the space provided, in the presence of the farmer.

The community committeeman assisted by the farmer will enter in the appropriate spaces the names, addresses, and relationship to the farm of all persons interested in the 1940 crops. It is important that the community committeeman supply this information in order that the county committee may later determine who is eligible for payment, and also correct their mailing list.

The community committeeman will give the farmer a copy of the farm map or aerial cut-out and the NCR-403a for the farmer's record.

PART IV. DISPOSITION OF FORMS NCR-403

After the completed Forms NCR-403 are returned to the county office by the committeeman, such forms are to be checked for completeness and accuracy before filing. In this check, the clerical assistants should determine that—

1. The farm is clearly identified by the appropriate entries in the spaces provided at the top of the form.

2. Entries for all cropland fields on the farm have been made in section I, or that the form is marked "Refused."

3. The entries in each column of section I have been correctly added.

4. Any option requested is available and clearly shown in section III.

5. The allotments entered in section I and entries in section II or III are in agreement with the appropriate entries in sections V and VII.

6. The names of the persons interested in the 1940 crop for the farm have been entered in section IV.

7. The form has been signed by the owner or operator unless marked "Refused."

8. The form has been dated and signed by the committeeman.

All Forms NCR-403 on which any material errors are found and all incomplete Forms NCR-403 should be returned to the committeeman to whom they were first assigned, with a request that he complete or correct the form.

All Forms NCR-403 found to be correct and complete should be filed. A notation should be made opposite the farm number on Form NCR-409 for each farm for which a Form NCR-403 has been accepted. If an NCR-403 is marked "Refused," the letter R should be placed opposite the farm number in the appropriate space. The county committee should check Forms NCR-403 not on file, since a completed or a "Refused" Form NCR-403 for every farm in the county must be on file at the time of the closing date for accepting Forms NCR-403.

PART V. COMPUTATION OF PAYMENTS AND SOIL-BUILDING GOAL, SECTIONS V, VI, AND VII

Sections V, VI, and VII are to be completed in the county office, in order that the maximum payment and the soil-building goal for the farm may be computed before the committeeman meets with the farmer for the purpose of completing NCR-403.

The entries necessary to compute the maximum payment for the farm should be made at the same time that the soil-depleting acreage allotments and yields are entered on NCR-412. The comparable

entries on NCR-403 and NCR-412 should be made by three clerical assistants working together. The first clerk will read the data from the listing sheets, the second clerk will enter the data on NCR-412, and the third clerk will enter the data on NCR-403.

Clerical assistants making entries and computations on NCR-403 will enter a dash in each space for which there is no applicable entry.

SECTION I. INSTRUCTIONS FOR MAKING ENTRIES ON NCR-403

1. Make entries from NCR-409 as follows:
 - a. Obtain the entry for 11(b) from column (6) or (7), as the case may be.
 - b. Obtain the entry for 3(j) from column (17) or (18), as the case may be.
 - c. Obtain the entry for 1(g) from column (24).
 - d. Obtain the entry for 3(h) from column (33) or (34), as the case may be.
 - e. Obtain the entry for 1(h) from column (40).
 - f. Obtain the entry for 3(i) from column (42).
 - g. Obtain the entry for 1(i) from column (43).
 - h. Obtain the entries for 3(b) and 15(b) from column (50).
2. Make entries from NCR-409P as follows:
 - a. Obtain the entry for 3(f) from column (11) or (12), as the case may be.
 - b. Obtain the entry for 1(f) from column (19).
3. Make entries from NCR-409T as follows:
 - a. If there is a tobacco allotment determined for the farm, enter the name of the type of tobacco for which the allotment was established, in the head of column (d).
 - b. Obtain the entry for 3(d) from column (14); except for a new tobacco farm, this entry will be obtained from column (13).
 - c. Obtain the entry for 1(d) from column (19).
4. Make entries from NCR-409C as follows:
 - a. Obtain the entry for 3(c) from column (33).
 - b. Obtain the entry for 1(c) from column (46).
5. Make entries from NCR-409V as follows:
 - a. Obtain the entries for 3(e) and 12(b) from column (11) or (12), as the case may be.
6. Make entries in section VI as follows:
 - a. Obtain the entry for 13(b) from NCR-303a or any other available source.
 - b. Obtain the entry for 14(b) from NCR-303a or any other available source.

SECTION II. INSTRUCTIONS FOR MAKING COMPUTATIONS ON NCR-403

All computations pertaining to acres and units shall be rounded to the nearest tenth of an acre or tenth of a unit, except that all entries in section VII, columns (e) and (f), shall be rounded up to the nearest whole unit. All computations pertaining to amounts of money shall be rounded to the nearest whole cent, except that all entries in section V, item 10(j), in footnote 4, and in section VII, column (b), shall be rounded down to the nearest whole dollar. Rates to be used in making computations on NCR-403 for all commodities will be furnished at a later date.

1. Make computations with respect to section V as follows:

- a. Column (b). Restoration land:
 - (1) Obtain 4(b) by multiplying 3(b) by 2(b).
 - (2) Make no further computations with respect to column (b).
- b. Column (c). Cotton:
 - (1) Obtain 2(c) by multiplying 1(c) by \$0.016.
 - (2) Obtain 4(c) by multiplying 2(c) by 3(c).
 - (3) Obtain 8(c) by multiplying 1(c) by \$0.04.
 - (4) Obtain 9(c) by multiplying 1(c) by
 - (5) Obtain 10(c) by multiplying 3(c) by 9(c).
- c. Column (d). Tobacco:
 - (1) Obtain 2(d) by multiplying 1(d) by (a) \$0.01 if the word "Burley" appears at the head of column (d); (b) by \$0.01 if the words "Cigar filler and binder" appear in the head of column (d); or (c) by \$0.012 if the words "Dark air-cured" appear in the head of column (d).
 - (2) Obtain 4(d) by multiplying 2(d) by 3(d).
 - (3) Obtain 8(d) by multiplying 1(d) by \$0.08.
- d. Column (e). Commercial vegetables:
 - (1) Obtain 4(e) by multiplying 3(e) by \$1.50.
- e. Column (f). Potatoes:
 - (1) Obtain 2(f) by multiplying 1(f) by \$0.03.
 - (2) Obtain 4(f) by multiplying 2(f) by 3(f).
 - (3) Obtain 8(f) by multiplying 1(f) by \$0.30.
- f. Column (g). General:
 - (1) Obtain 2(g) by multiplying 1(g) by \$1.10.
 - (2) Obtain 3(g) by subtracting from 3(j) the sum of 3(c), 3(d), 3(e), 3(f), 3(h), and 3(i).
 - (3) Obtain 4(g) by multiplying 2(g) by 3(g).
 - (4) (a) If the entry in 3(h) is greater than 10 or if the nonwheat allotment option has not been requested, enter a dash in 6(g).
 - (b) If the entry in 3(h) is 10 acres or less or if the nonwheat allotment option has been requested, obtain the entry for 6(g) by adding 4(b), 4(c), 4(d), 4(e), 4(f), and 4(g).
 - (5) Obtain 8(g) by multiplying 1(g) by \$8.00.
- g. Column (h). Corn:
 - (1) Obtain 2(h) by multiplying 1(h) by \$0.10.
 - (2) Obtain 4(h) by multiplying 2(h) by 3(h).
 - (3) If the entry in 3(h) is 10 or less but greater than zero, obtain 5(h) by multiplying 2(g) by 3(h); otherwise, enter a dash in 5(h).
 - (4) Enter in 6(h) the entry in 4(h).
 - (5) Enter in 7(h) the entry in 5(h).
 - (6) Obtain 8(h) by multiplying 1(h) by \$0.50.
 - (7) Obtain 9(h) by multiplying 1(h) by
 - (8) Obtain 10(h) by multiplying 3(h) by 9(h).
- h. Column (i). Wheat:
 - (1) Obtain 2(i) by multiplying 1(i) by \$0.09.
 - (2) Obtain 4(i) by multiplying 2(i) by 3(i).

- (3) Enter in 5(i) the entry in 4(i).
- (4) If the entry in 3(i) is 10 or less but greater than zero, obtain 6(i) by multiplying 2(g) by 3(i); otherwise, enter a dash in 6(i).
- (5) Enter in 7 (i) the entry in 6(i).
- (6) Obtain 8(i) by multiplying 1(i) by \$0.50.
- (7) Obtain 9(i) by multiplying 1(i) by .
- (8) Obtain 10(i) by multiplying 3(i) by 9(i).

i. Column (j). Total:

- (1) Obtain 4(j) by adding 6(g), 4(h), and 4(i); or, if there is a dash in 6(g), obtain 4(j) by adding 4(b), 4(c), 4(d), 4(e), 4(f), 4(g), 4(h), and 4(i).
 - (2) If there is an entry in 5(h), obtain 5(j) by adding 6(g), 5(h), and 5(i); otherwise enter a dash.
 - (3) If there is an entry in 6(i), obtain 6(j) by adding 6(g), 6(h), and 6(i); otherwise enter a dash.
 - (4) If there is an entry in both 7(h) and 7(i), obtain 7(j) by adding 6(g), 7(h), and 7(i); otherwise enter a dash.
 - (5) Obtain 10(j) by adding 10(c), 10(h), and 10(i).
 - (6) Obtain the entry for footnote (4a) by adding 10(c) and 10(i).
 - (7) Obtain the entry for footnote (4b) by adding 10(c) and 10(h).
 - (8) Obtain the entry for footnote (4c) from 10(c).
2. Make computations with respect to section VI as follows:
- a. Obtain 11(c) by subtracting from 11(b) the entry in 3(j) and multiplying the difference by \$0.55.
 - b. Obtain 12(c) by multiplying 12(b) by \$0.70.
 - c. Obtain 13(c) by multiplying 13(b) by \$2.00.
 - d. Obtain 14(c) by multiplying 14(b) by .
 - e. Obtain 15(c) by multiplying 15(b) by \$0.45.
 - f. Obtain 16(c) by adding 11(c), 12(c), 13(c), 14(c), and 15(c).
3. Make computations with respect to section VII as follows:
- a. Entries in column (b):
 - (1) Obtain 17(b) by adding 4(j) and 16(c).
 - (2) If there is an entry 5(j), obtain 18(b) by adding 5(j) and 16(c); otherwise enter a dash.
 - (3) If there is an entry in 6(j), obtain 19(b) by adding 6(j) and 16(c); otherwise enter a dash.
 - (4) If there is an entry in 7(j), obtain 20(b) by adding 7(j) and 16(c); otherwise enter a dash.
 - b. Entries in column (c):
 - (1) Obtain 17(c), 18(c), 19(c), and 20(c) by entering the amount by which the respective entry in column (b) is less than \$20.00; otherwise enter a dash.
 - c. Entries in column (d):
 - (1) Obtain 17(d) by adding 17(b), 17(c), and 10(j).
 - (2) Obtain 18(d) by adding 18(b), 18(c), and footnote (4a).
 - (3) Obtain 19(d) by adding 19(b), 19(c), and footnote (4b).
 - (4) Obtain 20(d) by adding 20(b), 20(c), and footnote (4c).

d. Entries in column (e):

- (1) Obtain 17(e) by adding 16(c) and 17(c) and multiply the result by 0.67.
- (2) Obtain 18(e) by adding 16(c) and 18(c) and multiply the result by 0.67.
- (3) Obtain 19(e) by adding 16(c) and 19(c) and multiply the result by 0.67.
- (4) Obtain 20(e) by adding 16(c) and 20(c) and multiply the result by 0.67.

e. Entries in column (f):

If the entry in 3(j) minus any entry in 3(c) is more than 20, enter a dash in 17(f), 18(f), 19(f), and 20(f), otherwise:

- (1) Obtain 17(f) by adding 4(g), 16(c), and 17(c), and multiply the result by 0.67.
- (2) Obtain 18(f) by adding 4(g), 5(h), 16(c), and 18(c) and multiply the result by 0.67.
- (3) Obtain 19(f) by adding 4(g), 6(i), 16(c), and 19(c) and multiply the result by 0.67.
- (4) Obtain 20(f) by adding 4(g), 7(h), 7(i), 16(c), and 20(c) and multiply the result by 0.67

PART VI. PROGRESS REPORTS

In order that the State committee and the regional director may be informed regularly of the progress of work on NCR-403 in all counties, the following information will be compiled by each county committee:

1. Name of county.
2. Number of farms listed on NCR-409.
3. Number of individual tracts combined by use of ACP-95.
4. Number of Forms ACP-95 completed.
5. Number of farms for which Farm Plans must be prepared (2 minus 3 plus 4).
6. Number of Forms NCR-403 prepared and assigned to community committeemen.
7. Number of Forms NCR-403 completed and signed.
8. Number of Forms NCR-403 refused.

County reports of progress should be mailed to the State committee on the following dates:

January 3, 1940.

January 17, 1940.

January 31, 1940.

February 14, 1940.

February 28, 1940.

March 13, 1940.

March 27, 1940.

Final report as soon as possible after the closing date, May 1, 1940.

The State office will compile a summary of these reports from the counties, using State statistical listing sheet, Form NCEA-1, and enter headings comparable to the items indicated above in the heads of the first six columns.

Correct State totals should be obtained on all reports.

An ozalid copy of this summarized report should be forwarded to the regional director by air mail not later than Monday following each date indicated above.

